Commonwealth of Kentucky
Cabinet for Health and Family Services

Information Technology (IT) Policies

020.318 Mainframe User Accounts

Version 2.0
October 22, 2015

Revision History

Date	Version	Description	Author
1/28/2013	1.0	Effective Date	CHFS IT Policies Team Charter
10/22/2015	2.0	Revision Date	CHFS IT Policies Team Charter
10/22/2015	2.0	Review Date	CHFS IT Policies Team Charter

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020.318 Mainframe User Accounts

Category: 020.300 Administrative Security

1.1 Policy

CHFS adheres to Commonwealth Office of Technology (COT) policy CIO-072. Creation and maintenance of CHFS mainframe accounts is coordinated through the Cabinet's IT Division of Infrastructure & User Support.

CHFS approves of two methods through which mainframe user accounts may be created and maintained. CHFS user accounts to the mainframe may be created using either the process through the Kentucky Online Gateway (KOG) or the paper process as outlined in the Policies and Procedures for creating RACF Mainframe Accounts (http://chfsnet.ky.gov/oats/OATS%20Forms%20Library/Mainframe%20Polices%20Procedures%202-11.doc). The immediate supervisor or designee is responsible for requesting an employee's CHFS mainframe account be created, modified or deleted as needed. For user accounts which cannot be created through KOG, the immediate supervisor of a new employee is responsible for ensuring that the employee reads all information associated with the Confidentiality Agreement and signs the CHFS-219 forms.

1.2 Scope

This policy applies to all CHFS employees and contractors, including all persons providing contractor services, which use, process, or store computerized data on the COT maintained mainframe.

1.3 Policy/Procedure Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) IT Security & Audit Section are responsible for the maintenance of this policy.

1.4 Applicability

All CHFS employees and contractors shall adhere to the following policy.

1.5 Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy #070.203.

1.6 Review Cycle

Annual

1.7 Cross Reference(s)

- CHFS IT Policy #070.203 – Exceptions to Standards and Policies
- Enterprise IT Policy: CIO-072 – User ID and Password Policy